

CONFIDENTIAL

## OFFICE OF INFORMATION TECHNOLOGY

13:54:52 -- 31 August 1988

25X1

NOTE TO:   
 FROM:   
 SUBJECT: Space

1. The following is an updated version of the earlier report on this same subject.

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Fulltime (includes rotationals, Dev Comp  
and career trainees)

Parttime

Agency contractors

Commercial contractors

Other (except those included in the FT count)

TOTAL

2. OIT has no other types who would require work stations, i.e., SPOs, Allied employees or construction monitors.

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3. We have a total of  shift workers who are included in the above figures. However, it is difficult to determine how many would require work space on such short notice. In the absence of this information, I would suggest that perhaps two-thirds of our shift personnel would not require work space during deuring the traditional core workday. However, this is strictly a guesstimate. If this data is critical to your space projections let me know and I will task the Groups to provide the data.

(verbal)

Nancy - The "earlier version" was incomplete as I had not received all of the "Commercial Contractor" figures, or shift-workers. I explained to Harrie that this figure would not be available until after the session with the DDA

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012/1815  
LOGGED  
3 - AUG 1988

DDA 88-1811  
24 August 1988

MEMORANDUM FOR: Director of Communication  
Director of Finance  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training & Education

STAT  
FROM:   
Chief, DA/Management Staff  
SUBJECT: Space Plan

1. The Office of Logistics (OL) is developing a two-phased space plan. The first phase will spell out the Agency's space needs through the 1993 time period and provide options for meeting them. The second phase will look out to the year 2000.

STAT  
2. To assist OL in this effort, we need to establish a baseline for our current population and special use space needs. As a first step, please provide me no later than noon, 29 August the most accurate count you can provide of people you have to provide work space in the Washington metropolitan area  as of 30 September 1988. If your position and people counts differ, use whichever is greater.

3. Please provide the data broken down into the following categories:

- Full-time staff
- Part-time - work a prescheduled number of hours that are less than the administrative work week.
- Agency contractors - include independent contractors and consultants, some of whom are rehired annuitants.
- Commercial contractors - employees of commercial companies who occupy Agency space while doing Agency work but are paid by the company, not CIA.
- Others - include development complement, student programs (co-ops), career trainees, rotations in, detailees; do not include summer onlys.

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4. Please indicate numbers and categories of people who do not require a traditional workstation but staging areas of some kind -- Allied employees, SPOs, escorts and construction monitors, as examples. Also note shift workers not working during the traditional core workday.

5. Have your staffs call  with any questions.

ORIG  (24Aug88)

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